

ACCEPTABLE USE POLICY - INTERNET

Section 1. Purpose and Scope.

1.1. Purpose.

1.1.1. To establish a policy regarding the use of the Internet by individuals using WVBEP-provided information technology (IT) resources.

1.2. Scope.

1.2.1. Compliance with the provisions of this policy applies to any individual performing work using WVBEP-provided IT resources.

1.2.2. Violations of this policy will subject an individual to disciplinary action ranging from a warning, suspension of privileges, or dismissal from the WVBEP and prosecution under state and/or federal statutes - depending on the circumstances of the incident.

Section 2. Policy Notification.

2.1. Any individual requiring the use of a WVBEP-provided IT resources shall be made aware of this policy by the supervisor granting access to the WVBEP-provided IT resources prior to being granted access. The individual must indicate in writing that s/he has read this policy by signing in the space provided on the last page of this policy.

Section 3. General Understandings.

3.1. Access to WVBEP systems is a privilege, not a right. Access to any WVBEP-provided IT resource may be denied or revoked at any time for any reason without notice. Eligible individuals may be granted access and privileges to the Internet by following the proper request/approval procedure.

3.2. Use of WVBEP-provided IT resources shall be consistent with the specific objectives of the job, project, and/or task for which the use of IT resources was authorized. At all times of the day or night, WVBEP-provided IT resources are intended for WVBEP work-related usage and not for any individual's personal purposes (without the explicit prior knowledge and permission from the Division Director). Individuals are encouraged to obtain their own subscription to an Internet service provider at their own cost and use that service for personal access to the Internet.

3.3. As a benefit, employees are permitted to use their WVBEP-provided IT resources for college studies already approved and being reimbursed by WVBEP. However, the employee must obtain the Division Director's knowledge and approval in advance. Further, such personal usage must take place on the employee's own time and cannot conflict with WVBEP interests.

3.4. Ethical and legal standards that apply to the Internet derive directly from standards of common sense and common decency that apply to the use of any shared resources. The WVBEP depends first upon the spirit of mutual respect and cooperation that has been fostered to resolve differences and ameliorate problems that arise from time to time.

3.5. Many of WVBEP's systems provide access to outside networks, both public and private, which furnish information services, bulletin boards, etc. Individuals are advised that they may encounter material which may

be considered offensive or objectionable in nature or content. Further, individuals are advised that the WVBEP is not responsible for the contents of any of these outside networks.

3.6. The WVBEP reserves the right to monitor all transmissions to/from the Internet and/or examine all of its system configurations, as well as the files on those systems, for such purposes as: maintaining business continuity in the absence of employees; responding to a complaint of computer abuse, such as harassment; or protecting WVBEP resources from extensive or expensive unauthorized misuse.

3.7. The WVBEP neither guarantees against, nor shall it be responsible for, the destruction, corruption or disclosure of personal material on or by its computer resources. Specifically, the WVBEP reserves the right to remove, replace or reconfigure its computer resources without formal notice to employees (despite the fact that advance notice will normally be given).

Section 4. Responsibilities of Users of WVBEP-provided IT Resources.

4.1. To respect the privacy of other individuals - e.g., you shall not intentionally seek information on, obtain copies of, or modify files, tapes, or passwords belonging to other individuals of the service; nor shall you divulge sensitive and/or confidential personal data concerning other employees without explicit authorization to do so.

4.2. To respect the rights of other individuals - e.g., you shall comply with all WVBEP Personnel policies regarding sexual, racial, and other forms of harassment.

4.3. To respect the legal protection provided by copyright and licensing of programs and data - e.g., you shall not make copies of a licensed computer program to avoid paying additional license fees or to share it with other individuals.

4.4. To respect the intended usage of resources - e.g., you shall use only the user ID and password, funds, transactions, data, and processes assigned to you (by the WVBEP's selected Internet service provider, Division Directors, unit managers, supervisors, team leaders, or project leaders) for the purposes specified, and shall not access or use other individuals' user IDs and passwords, funds, transactions, data, or processes unless explicitly authorized to do so by the appropriate authority.

4.5. To respect the integrity of the system or network - e.g., you shall not intentionally develop or use programs, transactions, data, or processes that harass, or may be used to harass, other individuals or infiltrate the system or damage or alter the software or data components of a system.

4.6. To adhere to all WVBEP policies, guidelines, and procedures including, but not limited to: the proper use of information technology resources; the ethical and legal use of software; and the ethical and legal use of administrative data.

4.7. To report any violations of this policy to your supervisor or other appropriate authority - failure to report possible IT resource misuse will be interpreted as a violation of this policy.

Section 5. Acceptable Uses (not all inclusive).

5.1. To provide for and facilitate communications with citizens, employers of state residents, other state agencies, federal agencies, and business partners of state agencies.

5.2. To perform research, authorized by your immediate supervisor, on subject material relevant to your current job assignment.

5.3. To apply for or administer grants or contracts for work-related applications.

5.4. To deliver WVBEP products and services to citizens, employers of state residents, other state agencies, federal agencies, etc.

5.5. To communicate, exchange, and debate issues related to professional development of your professional/vocational discipline if applicable to your present job assignment - e.g., professional society, university association, government advisory panel, and/or standardization activities.

Section 6. Unacceptable Uses (not all inclusive).

6.1. To use for illegal or malicious purposes.

6.2. To share data which is not authorized for distribution.

6.3. To knowingly or inadvertently spread a computer virus - do not import files from unknown or questionable sources.

6.4. To deliberately attempt to degrade or disrupt the performance of WVBEP computer systems or networks, or any other computer system.

6.5. To transmit confidential or "secret" information across the Internet without encryption.

6.6. To mis-represent oneself or the State.

6.7. To download, display or transmit sexually explicit materials.

6.8. For personal and/or profit-making purposes.

6.9. To download or participate in or play any recreational game.

6.10. To download any screen savers.

6.11. To download any unauthorized software, including shareware and freeware, without prior written approval from the WVBEP MIS Division.

Section 7. Supplements and Exceptions.

7.1. Supplements to this Internet policy may be issued by each WVBEP Division to address specific concerns or operational needs. However, any exceptions to this policy shall require prior written approval of the Director of MIS and the Commissioner of the WVBEP.

Sign: _____ Date: ____/____/____

I acknowledge that I have read the WVBEP Acceptable Use Policy - Internet on the above date.